



# Coordinator, National Assessment of Educational Progress (NAEP)

## Non-Classified Classification

**Open for Recruitment:** December 29, 2015 - Open until further notice

**Announcement #** NONCLS020505

**Salary:** \$26.45 - \$31.25 per hr. (\$55,016 - \$65,000 yearly) [-Plus Competitive Benefits!](#)

**Location(s):** Boise

**SPECIAL NOTIFICATION:** This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

**The State Department of Education (SDE) is seeking a highly qualified candidate for the position of National Assessment of Educational Progress (NAEP) Coordinator.**

The NAEP Coordinator supports the Idaho State Department's efforts to integrate NAEP into the state's assessment system, including the collection, analysis, and reporting of NAEP assessment data.

The Coordinator reports to the Director of Assessment, performs work of considerable difficulty, and exercises independent judgment, initiative, and leadership under administrative direction. The incumbent will provide program management for the NAEP program in Idaho.

This position requires approximately 20% travel time, both in-state and out-of-state. This is a full time position serving under an appointment of the State Superintendent of Public Instruction.

### RESPONSIBILITIES:

- Serves as the liaison between the Idaho State Department of Education (SDE) and the National Center for Education Statistics (NCES), which administers NAEP
- Coordinates the administration of NAEP within Idaho in accordance with NAEP requirements, schedules, and timelines – including conducting quality assurance reviews of NAEP samples, student list submissions, NAEP assessment data, and other NAEP activities within the state
- Analyzes and interprets NAEP data, prepares state reports, and disseminates national and state results to various audiences
- Promotes understanding about NAEP and its relevance within the state assessment system, large-scale assessment systems, and assessment literacy to various audiences, including state education office representatives, state policy makers, local school district boards, administrators, teachers, parents, and the general public
- Provides technical assistance, training, and support to local education personnel as relates to NAEP
- Travels to districts throughout the State of Idaho to promote participation in NAEP
- Attends in-person meetings of the NAEP State Coordinators convened by the National Center for Education Statistics (NCES) including required NCES-sponsored training and professional development and pre-release workshops. Other meetings may include state reviews of NAEP assessment items, the Council of Chief State School Officers' (CCSSO) National Conference on Student Assessment, and NAEP Coach-sponsored or Special Interest Group-sponsored small group meetings
- Participates in scheduled web-based seminar trainings, distance learning, and information sharing sessions for the NAEP State Coordinators convened by NCES
- Fully participates in and cooperates with any and all evaluation of services and procedures authorized by NAEP and with any surveys, observations, or polls conducted at the request of NCES
- Develops, maintains, and implements a NAEP Annual Work Plan that incorporates the above activities and reports progress via the Online Activity Reporting System (OARS) and Status Report

- Active member of the assessment team
- Performs such other related duties as assigned by the Director of Assessment and Accountability, including but not limited to:
  - Participation in assessment program evaluation
  - Recommending enhancements to existing assessment program to most effectively meet program requirements
  - Providing training and assistance to schools and school districts related to the data collection, data validation, interpretation of results, assessment policies, and best practices
  - Reviewing assessment and accountability data and reports for clarity and accuracy
  - Extracting, analyzing, and reporting data from various databases and files

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree from an accredited college or university
- Excellent communication, networking, organizational, and analytic skills
- High level of self-motivation
- Experience with project and program management, planning, and coordination
- Microsoft Office proficiency (i.e. Word, Excel, Publisher, Power Point, and Data Base management)
- Strong public relations, interpersonal, and writing skills to create and explain technical reports to lay audiences
- Experience as liaison and networking with customer/partner groups
- Experience working in a team environment

#### **PREFERRED QUALIFICATIONS:** (Extra consideration will be given)

- Knowledge of principles, techniques, and objectives in conducting assessments and/or evaluations
- An advanced degree with emphasis in measurement, evaluation, education, assessment, and basic statistics or other comparable experience
- Experience interpreting federal and state laws, rules, regulations, and policies
- Experience in an assessment or research division at a state or local educational agency
- Experience in large-scale educational assessment, especially in the administration or participation in NAEP assessments
- Experience using Internet communications (i.e. WebEx conferences, webinars, etc.)
- Experience with educational research, evaluation, and policy development

#### **TO APPLY:**

Apply online through the State of Idaho, Division of Human Resources. A link to the job posting and online application can be found by [clicking here](#). Click on the "Apply Online" button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, you must complete all items in the Application Checklist (this serves as your Employment Application). Without this information, your name cannot be referred for consideration.

The Exam for this position is to submit a letter of interest and customized resume'/CV. The letter of interest and resume' should emphasize skills, experience, education, and/or training that directly relate to the qualifications stated in the announcement.

All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. **Application review will begin immediately.** Finalists will be asked to provide the names and contact information for three (3) professional references. Additional information, documentation, or transcripts may be requested.

#### **TIMEFRAMES:**

**The State Department of Education seeks to fill this position as soon as possible, but a later start date is negotiable. Interview dates have not been determined at this time.** Those applicants not selected will be notified.

## Thank you for your interest in employment with the State Department of Education!

**OVERTIME NOTICE:** At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. The State of Idaho provides veterans preference in employment